Agenda

- Business Process Workshop Objectives

- Accounts Payable Overview

- Accounts Payable Department User Roles Summary

- User Role Details

  - Process Overview

  - Detailed End-User Role Description
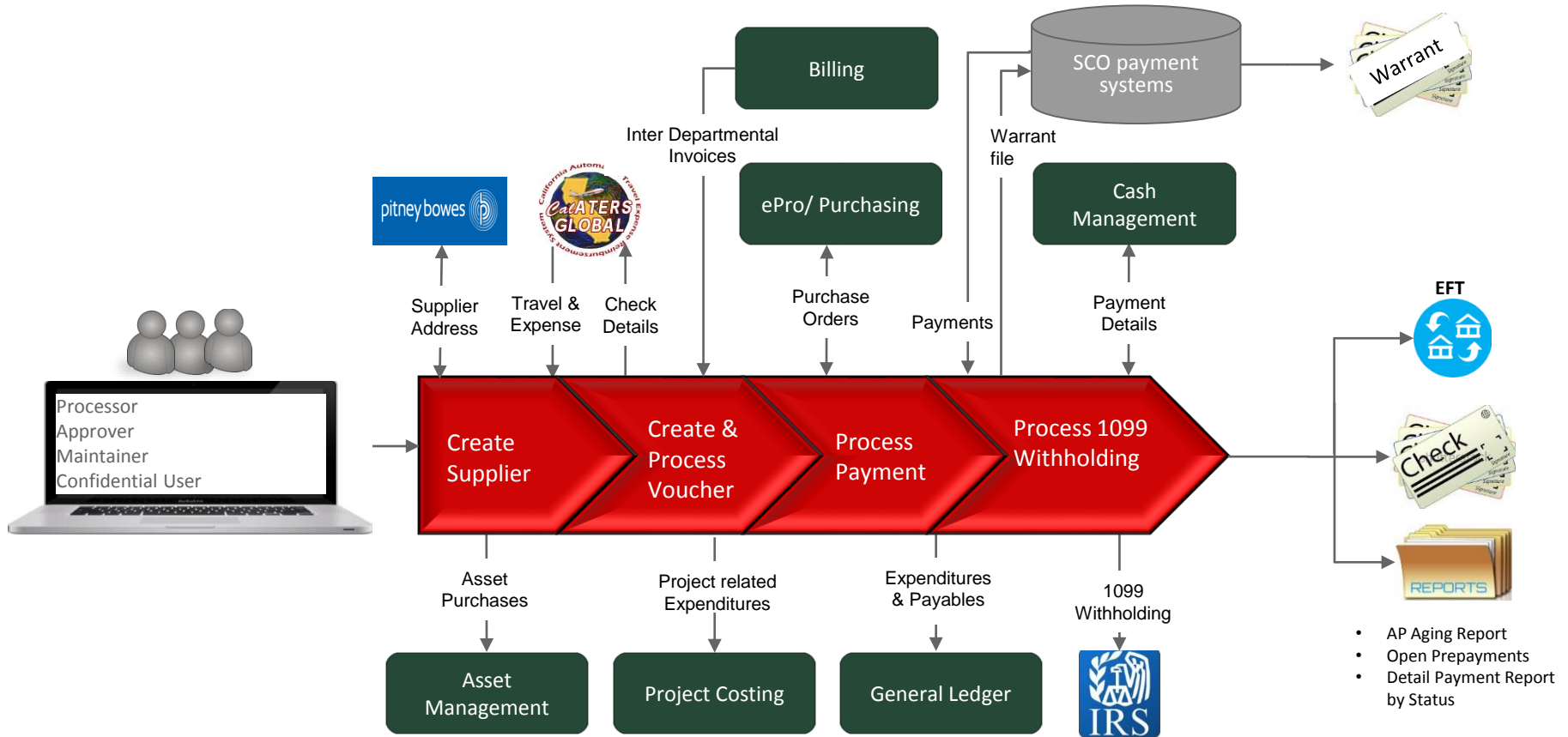
  - Demonstration

- Next Steps

BPW Objectives

- The Business Process Workshops will provide:
  - An overview of the Accounts Payable business process, including key terms and functionality being implemented
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI$Cal

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

FI$Cal's Accounts Payable Benefits

- Paper Claims Replaced

- Statewide Supplier File

- Supplier File will contain employees receiving payments within FI$Cal

- Travel Advances and Expenses from CalATERS will be interfaced to FI$Cal

- 1 Invoice = 1 Voucher

- Online Approval Workflow

- Department Check Printing

- User-friendly reports

- Real-time search online (payment status/voucher history)

Account Payable Overview

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AP End-User Roles

FI$Cal End-User Role	Responsibilities
AP Supplier Processor	• Create a new supplier • Request updates to existing supplier • Maintain 1099 Department data • Process 1099 adjustments • Run 1099/Reportable Payment Report
AP Processor	• Create vouchers • Research or voucher Inquiry • Maintain vouchers • Run AP Reports

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Introduction | **End-User Roles** | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

AP End-User Roles (continued)

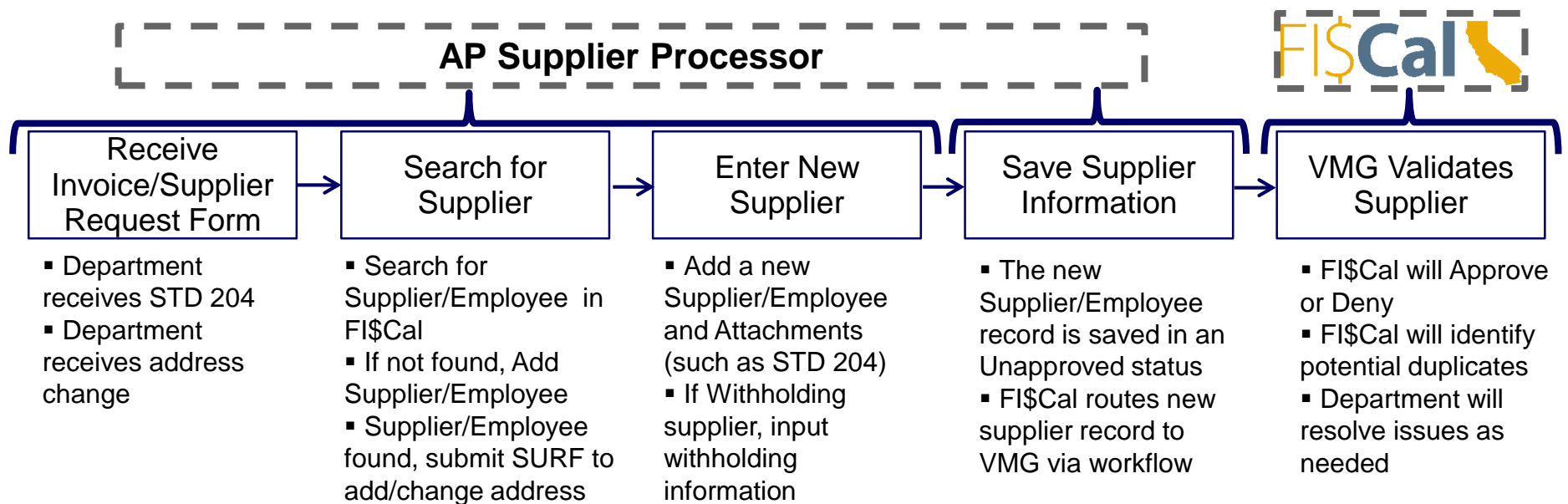| FI$Cal End-User Role	Responsibilities
AP Approver	• AP Approver 1 • AP Approver 2 • Review/Approve vouchers in workflow
AP Payment Processor	• Run Pay Cycle • Approve Pay Cycle • Create Payments • Void/Stop Payments

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AP End-User Roles (continued)

FI$Cal End-User Role	Responsibilities
AP Maintainer	• Manage Match Workbench • Maintain Voucher Build Errors • SpeedCharts • Commitment Control activities
AP Confidential User	• AP Confidential Reporter • Has access to Confidential Purchasing, AP, AR and Supplier information

Create Supplier Overview

- The following functionality will be provided to departments:
    - Departments can access the Vendor Management File (VMF) to add or view supplier information
    - Unique supplier IDs will be created within FI$Cal for each supplier and shared across departments
    - Each supplier will be validated and approved by the Vendor Management Group (VMG) before it can be used to source a requisition, create a Purchase Order (PO), or create a voucher
- Departments submit changes to the supplier record using the online Supplier Update Request Form (SURF) in FI$Cal
- 1099 reportable suppliers will be identified in FI$Cal
- The Supplier File will also contain Employees receiving payments within FI$Cal
- Supplier and employee SSNs will be masked in FI$Cal

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Processor: Create & Maintain Supplier/Employee

AP Supplier Processor

FI$Cal

Receive Invoice/Supplier Request Form	Search for Supplier	Enter New Supplier	Save Supplier Information	VMG Validates Supplier
▪ Department receives STD 204 ▪ Department receives address change	▪ Search for Supplier/Employee in FI$Cal ▪ If not found, Add Supplier/Employee ▪ Supplier/Employee found, submit SURF to add/change address	▪ Add a new Supplier/Employee and Attachments (such as STD 204) ▪ If Withholding supplier, input withholding information	▪ The new Supplier/Employee record is saved in an Unapproved status ▪ FI$Cal routes new supplier record to VMG via workflow	▪ FI$Cal will Approve or Deny ▪ FI$Cal will identify potential duplicates ▪ Department will resolve issues as needed

Key Impacts

- FI$Cal flags duplicate suppliers, assigns a unique Supplier ID, and accommodates multiple supplier remit address and contact information.
- Statewide tracking of purchasing by supplier (flagged by Open for Ordering).
- System checks for duplicate entry of Suppliers/Employees across departments.

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Create/Maintain Supplier Screenshot

Supplier Update Request Form Screenshot

Create Voucher

- Vouchers can be created either by:
  - Entering data online
  - Using a spreadsheet upload
  - Using the inbound voucher interface
- Agencies will have the ability to classify vouchers through Cash Types to create payments for:
  - Checks
    - Agency Trust
    - General Cash
    - ORF
  - Warrants
    - SCO-issued

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Voucher Key Terms

Term	Definition
Voucher	An electronic transaction created for the processing of supplier invoices, apportionments, employee expenses
Regular Voucher Style	Used for entering non-PO vouchers, PO vouchers, salary advances, and travel expense related vouchers
Prepaid Voucher Style	Used for entering prepayments such as supplier prepayments and travel advances
Single Payment Voucher Style	Used for entering a voucher for a supplier without a supplier record in the supplier table

Voucher Key Terms (continued)

Term	Definition
Invoice	An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the payment terms
Purchase Order (PO)	A commitment from an organization (business unit) to suppliers to purchase goods or services from that suppliers; creates an encumbrance in FI$Cal
Journal Voucher Style	Used for correcting the accounting entries on a posted or paid voucher and will not affect the dollar value on the original voucher

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Voucher Key Terms (continued)

Term	Definition
Matching	Compares a voucher with the PO and/or receiving and inspection document confirming that payments are only made for goods and services that have been ordered, received, and inspected
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget
Voucher Posting	The process of creating accounting entries for vouchers, such as expenses and accounts payable liabilities
Workflow Approval	Used for voucher approval routing

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Processor: Create Online Voucher

AP Processor

Receive Invoice	Enter Voucher	Attach Invoice	Save Voucher	Budget Check and Match
▪ Agency receives invoice from supplier ▪ Invoices are date stamped	▪ Key invoice information into FI$Cal to create voucher ▪ Search for PO and/or receipt, if required ▪ Copy PO and/or receipt into voucher	▪ Attach supporting documentation ▪ (for example, a scanned invoice or receipts)	▪ FI$Cal checks for duplicates ▪ Confirms Gross Amount matches Invoice Line amounts ▪ Unique Voucher ID assigned to voucher	▪ Runs on system Batch Process ▪ Budget Check process ▪ Matching (required for PO Vouchers)

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| Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps |

Key Impacts

- FI$Cal replaces paper claims.

- Electronic approvals replace wet signatures on the claim schedule.

- One voucher can be associated with multiple funds/appropriations and distribution lines.

- Create standard invoices and/or invoices associated with a Purchase Order.

- The maintain voucher process is completed in FI$Cal.

- FI$Cal routes vouchers for approval workflow process.

- Relates the two vouchers to each other.

What is Matching?

- The Matching process compares a voucher with the purchase order and/or receiving and inspection documents confirming that payments are only made for goods and services that have been ordered, received and inspected.

- FI$Cal requires purchase orders for goods and services provided.

- The system will automatically perform matching based on the purchase order.

Two Way Matching
- Purchase Order
- Vouchers

Three Way Matching
- Purchase Order
- Receipts
- Vouchers

Four Way Matching
- Purchase Order
- Receipts
- Inspections
- Vouchers
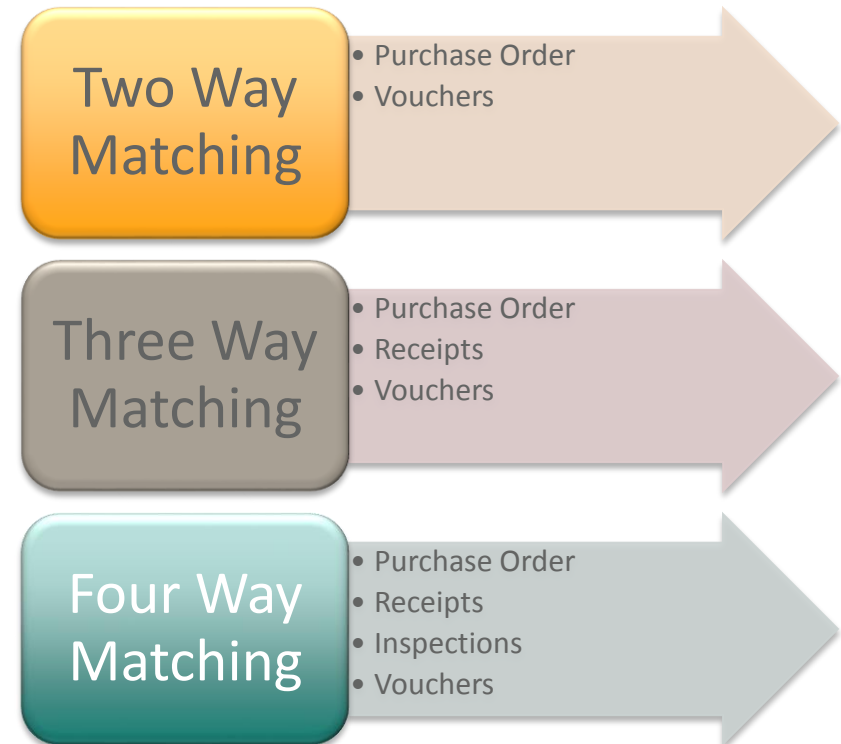
Voucher Entry Screenshot

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Voucher

Find an Existing Value | Add a New Value

Business Unit:	
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Supplier Name:	
Short Supplier Name:	
Supplier ID:	
Supplier Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.000
Freight Amount:	0.000
Sales Tax Amount:	0.000
Misc Charge Amount:	0.000
PO Business Unit:	
PO Number:	
Tax Exempt Flag	☐
Estimated No. of Invoice Lines:	1

Add

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Voucher Screenshot (Header Level)

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Voucher Screenshot (Invoice Lines & Distribution Lines Level)

Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Approver: Approve and Process Voucher

AP Approver 1
AP Approver 2

SCO AP Approver

FI$Cal

Department Approval → SCO Approval → Voucher Post

- Voucher can be approved, denied, or pushed back
- Vouchers are routed for approval based on workflow rules
- Two approval levels per department

- Warrants only
- Voucher can be approved, denied, or pushed back
- Audit communications

- Voucher accounting entry data is Posted in the General Ledger (GL)

Key Impacts

- Approvals are electronic and based on workflow configured in FI$Cal.
- Accounting entries are Debit: Expenditure and Credit: AP Liability.
- Accounting entries are automatically recorded in the GL after vouchers are Approved and Posted.
- Tracks Audit Communications from SCO AP Approver.
- Denied vouchers goes back to Originator. Pushed back goes back to Department Approver 2.

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Voucher Approval Screenshot

Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Payment Key Terms

Term	Definition
Warrant	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
Check	An instrument issued by State departments from their Office Revolving Fund (ORF), General Cash, or Agency Trust checking accounts
Departmental Bank Reconciliation	Involves comparing and matching recorded business transactions with the bank's corresponding transactions
Pay Cycle	Generates a payment output file for departmental printing. Each payment is assigned an unique payment reference ID number searchable in FI$Cal

Payment Processor: Run Pay Cycle

AP Payment Processor

FI$Cal

Run Pay Cycle	→	Approve Pay Cycle	→	Create Payments	→	Payment Post Process

- Department Payment Processor can schedule voucher payment

- Review vouchers eligible for payment
- Identify any vouchers which should be placed on Hold

- Issue payments from their Agency accounts
- Departmental checks will print to a local printer

- System process creates accounting entries for all payment types

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Key Impacts

- Departments have the ability to run pay cycle for departmental checks in FI$Cal.
- Pay Cycle details are entered through a Run Control, which is saved for future use.

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Run Pay Cycle Screenshot

FI$Cal

Payment Selection Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

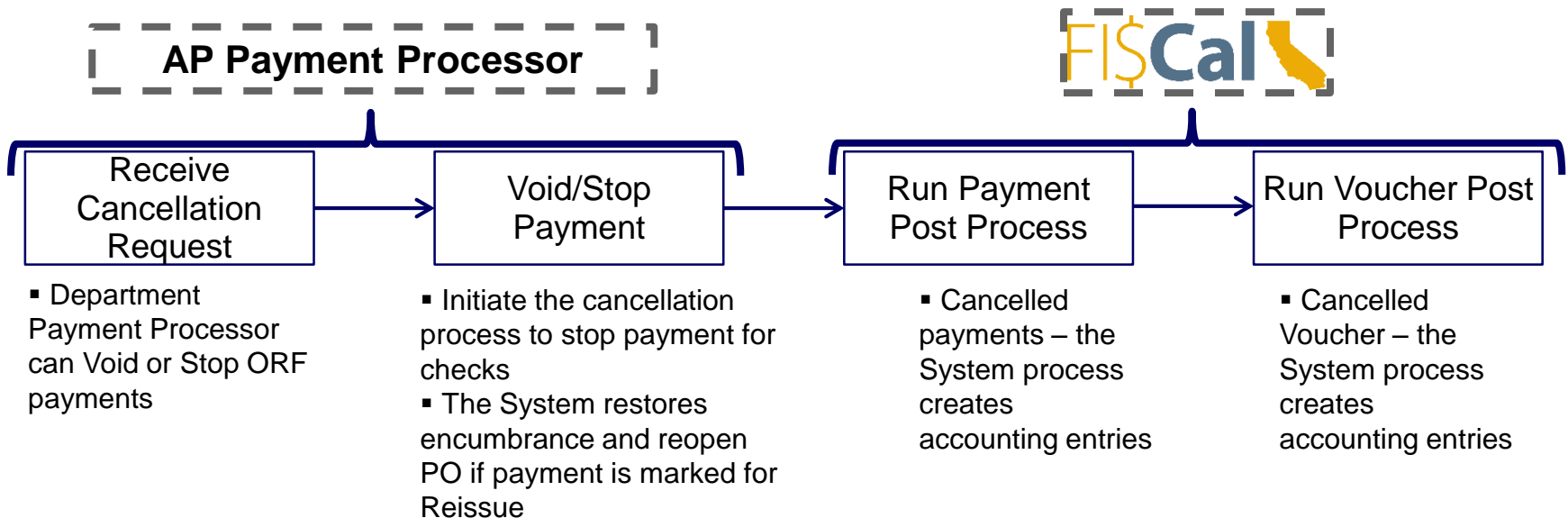▾ **Search Criteria**

Pay Cycle: = ▾ [   ] 🔍

Search   Clear   Basic Search 🔖 Save Search Criteria

Find an Existing Value | Add a New Value

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Payment Processor: Void/Stop Payments

AP Payment Processor

| Receive Cancellation Request | Void/Stop Payment | Run Payment Post Process | Run Voucher Post Process |

- Department Payment Processor can Void or Stop ORF payments

- Initiate the cancellation process to stop payment for checks
- The System restores encumbrance and reopen PO if payment is marked for Reissue

- Cancelled payments – the System process creates accounting entries

- Cancelled Voucher – the System process creates accounting entries

Key Impacts

- Department ORF checks can be cancelled, stopped or voided payments in FI$Cal.
- Departments will continue to stop payments on Warrants using Standard 435.
- FI$Cal restores encumbrance (if applicable) and updates accounting entries in the GL.

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Introduction | End-User Roles | Create & Maintain Supplier | Create & Approve Vouchers | Pay Cycle | Void/Stop Payments | 1099 Reporting | Next Steps

Void/Stop Payment Screenshot

Favorites ▾   Main Menu ▾   > Accounts Payable ▾ > Payments ▾ > Cancel/Void Payments ▾ > Payment Cancellation

FI$Cal

Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Bank SetID:	= ▾	STATE	🔍
Bank Code:	begins with ▾		🔍
Bank Account:	= ▾		🔍
Payment Reference:	begins with ▾		🔍
Payment Method:	= ▾	▾

Search   Clear   Basic Search 🖳 Save Search Criteria

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Withholding Key Terms

Term	Definition
Types of Withholding Suppliers	• Attorney • Corporation (Medical) • Estate or Trust • Individual/Sole Proprietor • Partnership
Withholding Type	• 1099-I (interest income) report • 1099-MISC (miscellaneous) report
Backup Withholding	FTB and IRS Regulations require agencies to initiate backup withholding of income taxes for payments made to suppliers that have not provided valid TIN information

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Supplier Processor: 1099 Reporting

- 1099 Withholding:
    - Only applicable to United States-based suppliers
    - 1099 files are created at the end of each calendar year
- Suppliers are marked as withholding applicable in the Vendor Management File (VMF) in FI$Cal
- Voucher lines with reportable account codes paid to suppliers marked as withholding are captured on the 1099 report
- Departments validate their 1099 data by reviewing the Reportable Payment Report
- The VMG will generate the annual 1099 report on behalf of all FI$Cal departments

Supplier Processor: Reportable Payment Report

- Departments are required to review and validate the Reportable Payment report three times per calendar year
  - VMG sends communication via CMO channels to departments with instructions on running the Reportable Payment Report
- Departments make corrections to reportable data via the Adjust Withholding page in FI$Cal
  - Job Aid: Issuing Corrected/New 1099 2.0

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Reportable Payment Report Example

Introduction → End-User Roles → Create & Maintain Supplier → Create & Approve Vouchers → Pay Cycle → Void/Stop Payments → 1099 Reporting → Next Steps

Adjust Withholding Page

Key Impacts
- Suppliers are marked as withholding applicable in the VMF in FI$Cal.
- 1099 Reports.

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Next Steps

- Share BPW materials at your department
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
  - Start adding Suppliers to FI$Cal – Work with your procurement shop
- **Role Mapping Workshop** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles
- **User Acceptance Testing** – Sessions to validate role mapping and configuration

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Questions & Answers

FI$Cal Project Information:

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